

DIOCESE OF ATHABASCA

THE ACT OF INCORPORATION

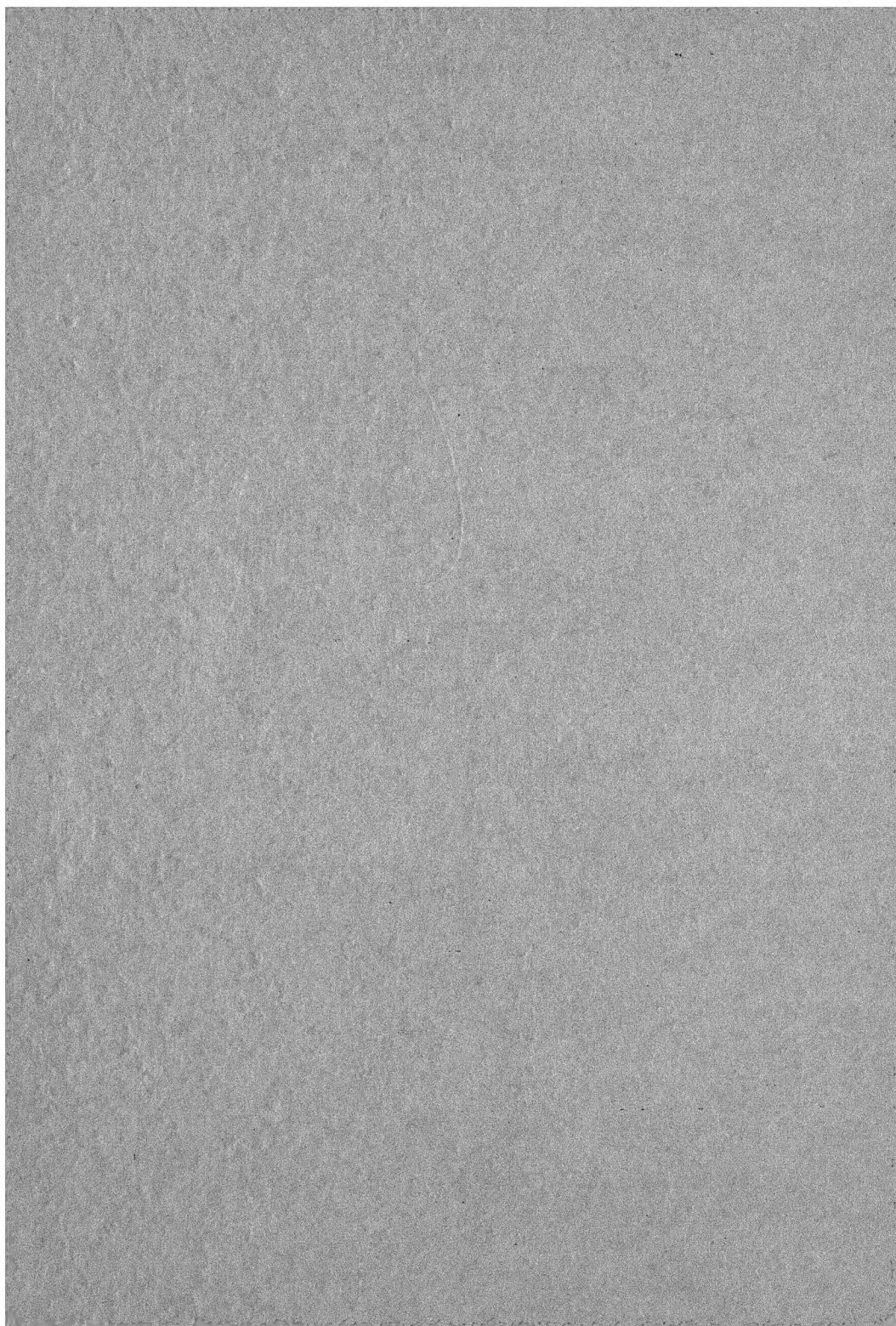
TOGETHER WITH

THE CONSTITUTION CANONS AND RULES OF
ORDER AS AMENDED TO DATE, WITH
OTHER INFORMATION

AUGUST 1916

PUBLISHED BY AUTHORITY OF THE SYNOD

THE DOUGLAS CO. LTD., EDMONTON.



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STATUTES OF ALBERTA (1914)

CHAPTER 49

An Act to Incorporate the Synod of the Diocese of Athabasca and the Parishes of the said Diocese.

(Assented to October 22nd, 1914.)

WHEREAS the Right Reverend Edwin F. Robins, D.D., Bishop of the Diocese of Athabasca of the Church of England in Canada, has petitioned that the synod of the said diocese and each of the duly organized parishes in the said diocese, be incorporated; and it is expedient to grant the prayer of its petition;

Therefore His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

1. In this Act the words "The Synod of the Diocese of Athabasca" shall mean the body consisting of the Bishop of the Diocese of Athabasca, of the clergy of the said diocese licensed by the Bishop, of the Chancellor (if any), of the Registrar of the Diocese (if any), and of the representatives of the laity duly elected.

2. The Synod of the Diocese of Athabasca shall be and the same is hereby made and constituted a body politic and corporate, under the name of the Synod of the Diocese of Athabasca, hereinafter called the corporation.

3. The said corporation shall consist of the Bishop of the said diocese and his successors to be from time to time appointed in such a manner as is or shall be provided by the Provincial Synod of the said Ecclesiastical Province, and of such other persons as are or may become members of the corporation according to the constitution of the said diocesan synod as the same exists at the time of the passing of this Act or as the said constitution may from time to time be altered or amended.

4. Such corporation shall have perpetual succession and a common seal, with power to change, alter, break, and renew the same when and so often as they shall think proper, and the said corporation may, under the same name, contract and be contracted with, sue and be sued, implead and be impleaded with, answer and defend in all courts and places whatsoever, and the said corporation shall be able and capable in law, respectively, to

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purchase, take, hold, give, receive, enjoy, possess and retain all messuages, lands, tenements, and immovable property, money, goods, chattels and movable property which have been or hereafter shall be paid, given, granted, appropriated, devised or bequeathed to it or purchased by it in any manner or way whatsoever, to, for, or in favour of the eleemosynary, ecclesiastical, and educational uses and purposes within the limits of the said diocese, including thereby the uses and purposes of any parish, mission, institution, college, school, or hospital connected with or intended to be, or which may hereafter be connected with the Church of England in such diocese.

5. The corporation shall in addition to the powers conferred upon it by the next preceding section of this Act and subject to the provisions thereof, have power to sell, convey, exchange, alienate, mortgage, lease, or demise any lands, tenements, and hereditaments held by the said corporation, whether simply by way of investment for the uses and purposes set forth in the next preceding section of this Act or not, and the corporation may also, from time to time invest all or any of its funds and moneys, and all or any funds and personal property which may be vested in, or acquired by the corporation for eleemosynary, ecclesiastical or educational purposes aforesaid, in and upon any mortgage security of lands, tenements, and hereditaments, and in other securities in any part or parts of the Dominion of Canada, and for the purposes of such investment may take, receive, and accept a mortgage or mortgages, or any assignment or assignments thereof in its own corporate name, and shall have and enjoy the same and as large, full and ample powers and rights of sale and foreclosure, action and suit upon and for the purposes of enforcing the covenants, stipulations, conditions and agreements, and all matters and things contained in such mortgages or any of them, and in as ample a manner as if it were a private person able and capable in law; and furthermore may sell, grant, assign and transfer such mortgages or any of them to any person, company or body capable of receiving any assignment thereof, and may release and discharge such mortgages or any of them, either wholly or partly.

6. The said corporation shall, in the case of land held by it, be able to set apart a portion of such land for the purpose of making a road, or to make a free grant of a portion not exceeding one acre in extent, for the purpose of a school, hospital, or other necessary public object.

7. The said corporation may exercise all its powers by and through the executive committee as established by the constitution aforesaid, or such other boards or committees as the said corporation may from time to time appoint by resolution for the management of all or any of the affairs or property of the said

ACT OF INCORPORATION.

corporation, but in accordance only with the trusts relating to any property to which any special trust is attached; the said synod may also appoint a treasurer or treasurers, and make such regulations for the management and administration of its property as it shall see fit. The corporation shall also have the right of appointing any officer or other needful agent or agents for the management of its affairs, and shall have all other rights necessarily incident to a body corporate.

8. The Church of England in all deeds, wills, instruments and documents applying to that part of the Province of Alberta included within the territorial limits of the Church of England Diocese of Athabasca, as the same shall from time to time be constituted, shall mean, unless a different construction is to be gathered from the said deed, will, instrument or document, the corporation hereby created.

9. Any transfer of real estate or any interest therein vested in the corporation shall be deemed to be duly executed for the purpose if the same has affixed thereto the seal of the corporation verified by the signatures of the Bishop for the time being of the Diocese of Athabasca or his commissary duly appointed, and the secretary of the aforesaid executive committee, and a discharge of a mortgage if executed in the same way, shall be deemed to be properly and effectually executed.

10. The incumbent or curate in charge and church wardens of any congregation in the diocese duly organized according to the constitution of the Synod of the Diocese of Athabasca, shall be a body politic and corporate, and they and their successors, under the name of the "Church of England parish (or mission) of " shall have perpetual succession and a common seal, and by such name may from time to time and at all times hereafter purchase, acquire by gift, devise or bequest, hold, possess and enjoy, and may have, take and receive for them and their successors for ecclesiastical, educational or eleemosynary uses, any lands, tenements, hereditary property, rents, annuities and all other property whatever, movable or immovable, and the same may sell, exchange, alienate, mortgage, let, lease, and dispose of and others in their stead purchase, acquire and hold for the uses and purposes aforesaid; provided that in the administration of the said property as regards selling, exchanging, alienating, mortgaging or leasing real estate, or making investment in stocks, funds, debentures or other property, they shall first obtain the consent of the Synod of the Diocese of Athabasca, either directly or through its executive committee.

11. All questions relating to the constitution, powers, meetings, and proceedings of vestries, the qualifications, term of office, powers and accounts of church wardens and such other matters

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relating to the regulation and management of all or any of the temporalities of the Church of England in the Diocese of Athabasca shall be settled from time to time by the Synod of the Diocese of Athabasca, and the said synod by by-law or canon may, from time to time as it may see fit, repeal, change, alter, and amend any of its previous provisions.

12. Any transfer, mortgage, or lease of real estate, or any interest therein, or any transfer of stock, funds, debentures or other personal property of any Church of England parish incorporated under section 10 of this Act shall be deemed to be duly executed for that purpose if the same has affixed thereto the common seal of the said parish verified by the signature of the incumbent or curate in charge of such parish so named therein and of one of the churchwardens of such parish and the consent of the synod or of its executive committee to such dealing by such parish shall be signified by the signatures of the president and secretary of the executive committee.

13. The corporation shall have power in addition to all other powers conferred by this Act to borrow money for the purposes of carrying out the objects of the corporation and to hypothecate, pledge or mortgage its real and personal property as security therefor; to sign bills, notes, contracts and other evidence of or securities for money borrowed or to be borrowed by it for the purposes aforesaid.

DIOCESE OF ATHABASCA.

Constitution.

1. The Synod shall consist of the Bishop of the Diocese, as President; of those Priests and Deacons of the Diocese licensed by the Bishop; of those superannuated Clergymen of the Diocese who are in good standing and resident in the Diocese; the Chancellor of the Diocese; the Registrar of the Diocese, and of Lay Representatives elected as hereinafter provided.

2. There shall be two orders of the Synod as follows:—

- (a) The Clergymen, as mentioned in Clause 1 hereof, and
- (b) The Laymen, mentioned in Clause 1 hereof.

3. Every parish in good standing in the Diocese recognized by the Bishop, duly organized by the election of Church Wardens and Vestrymen, and having at least six registered communicants, shall be entitled to send one Layman as its representative to the Synod.

4. Lay Delegates must be male communicants of the full age of 21 years. No Lay Delegate may represent more than one parish. A substitute shall be elected who shall succeed in case of death or removal.

5. Voters for Lay Delegates shall consist of parishioners of the full age of 18 years, being members of the congregation of at least three months' standing. No person shall vote for the Lay Delegate of more than one Parish.

6. (a) The election of Lay Delegates may take place at the annual meeting, or at such time and place and in such manner as the Incumbent may arrange.

(b) Every Lay Delegate to whom it shall fall to attend the Synod shall receive from the chairman of the meeting or Clergyman in charge a certificate of his election in the following form:

Diocese of Athabasca.

Parish of

Number of Registered Communicants

I hereby certify that at a meeting of the Parishioners of this Parish, held on the...day of.....19...A.D.

.....

was duly elected a Lay Delegate to the Synod for the current year.

(Signed)
Clergyman in Charge, or
Chairman.

CONSTITUTION.

(c) And this form shall be presented by each delegate on his arrival at the Synod for the purpose of identification.

(d) In the event of the Parish being without a Clergyman at the time of the meeting of the Synod, a copy certified by the Chairman of the minute of the election shall be deemed sufficient to secure the seat; and the person certifying to the minute may sign the above certificate.

7. The Synod shall meet when called by the Bishop, and the time and place of meeting shall be fixed by the Bishop, who shall also adjourn the Synod as he shall see fit.

8. A quorum of the Synod shall consist of at least four of the Clergy of the Diocese and two of the Lay Delegates.

9. At the opening of the Synod one Clergyman and one Layman shall be appointed whose duty it shall be to examine the certificates of the Lay Delegates, and report as to their correctness.

10. No act or resolution of the Synod shall be valid unless it receive the assent of the Bishop and a majority of the votes of the members present; such majority to be a majority of the Clergy and of the Lay Delegates voting collectively; unless a vote by orders is demanded by not less than two members, when such majority shall be a majority of each order voting separately.

11. (a) Immediately after the report on the Certificates of Lay Delegates has been submitted and finally dealt with the Synod shall proceed to elect an Honorary Secretary, whose duties shall be to keep the Minutes of Synod and prepare the same for publication.

(b) The Synod shall elect an Auditor, who shall be either a Chartered Accountant, or a firm of Chartered Accountants, licensed to do business in the Province of Alberta, immediately after the report of the Secretary-Treasurer has been finally dealt with.

12. (a) There shall be a Standing Committee of the Synod which shall be called the Executive Committee, consisting of the Bishop as President, the Archdeacons, the Chancellor, the Registrar, two Clergymen, and one Lay Delegate to be elected by the Synod.

(b) The elective members of this Committee shall be elected at every regular meeting of the Synod and shall remain in office until their successors are appointed. When any vacancy occurs among the elected members of the Executive Committee between regular meetings of the Synod, it shall be filled by the Executive Committee; a Lay member's place being filled from the Lay Delegates of the Diocese. Two members shall constitute a quorum; provided, that of such quorum one member shall be the Bishop or, in his absence, his commissary.

CONSTITUTION.

(c) Meetings of the Executive Committee shall be held when called by the direction of the Bishop.

(d) That the various diocesan funds be managed by the Bishop as heretofore, it being understood that the Bishop will present to the Executive Committee duly audited accounts from time to time, and that all diocesan funds which ought to be invested shall be invested with the approval or consent of the Executive Committee.

13. No alteration shall be made in this Constitution unless the proposition has been first sent to the Executive Committee for consideration; approved at the meeting of the Synod by the Bishop and a majority of two-thirds of each Order present voting separately; and afterwards confirmed by the Bishop and a like majority of each Order at the meeting of the Synod the following year; provided a change may at once pass into law if unanimously agreed to by the Synod.

14. The term "Communicant" in this Constitution shall mean any Parishioner who has been confirmed and who has communicated at least three times in the year preceding the election, where he or she has had opportunity of so doing; and the term "registered communicant" shall mean a communicant whose name is put upon a list of Communicants of a Parish or Mission, by the Incumbent, whose duty it shall be to keep the said list, and to revise the same every year before an election.

DIOCESE OF ATHABASCA.

CANONS.

I. On Subscriptions, etc., by Clergy.

Every Candidate before ordination, and every Clergyman before being licensed to a cure of souls, institution or induction to any benefice or dignity, shall, in the presence of the Bishop, or his commissary who is officiating for him, make or take and subscribe the following declarations or oaths:—

1. The Declaration of Assent.

I, A. B., do solemnly make the following declaration: I assent to the thirty-nine Articles of Religion and to the Book of Common Prayer and the Ordering of Bishops, Priests and Deacons. I believe the doctrine of the Church of England as therein set forth to be agreeable to the Word of God; and in Public Prayer and administration of the Sacraments I will use the Form in the said Book prescribed and none other, except so far as shall be ordered by lawful Authority.

2. The Oath of Allegiance.

I, A. B., do swear that I will be faithful and bear true allegiance to His Majesty, King George V., his heirs and successors according to law. So help me God.

3. The Oath of Canonical Obedience.

I, A. B., do swear that I will pay true and Canonical obedience to the Bishop of Athabasca in all things lawful and honest. So help me God.

4. Declaration of Submission to the General, Provincial and Diocesan Synods.

I, A. B., do willingly subscribe to and declare that I assent to and abide by the Constitution and Canons which have been or shall be, from time to time, passed by the Provincial Synod or the Synod of the Diocese of Athabasca; also such Canons of the General Synod as have been adopted by the Provincial Synod.

And also before institution to a benefice.

5. The Declaration against Simony.

I, A. B., do solemnly declare that I have not made by myself or by any other person on my behalf any payment, contract or promise of any kind whatsoever, which to the best of my knowledge and belief is Simoniacal touching the obtaining of the Preferment of..... nor will I at any time hereafter perform or satisfy, in whole or in part, any such kind of payment, contract or promise made by any other without my knowledge or consent.

II. On the Creation of Dignitaries, the Appointment of Chaplains, Rural Deans, and Others; and the Formation and Readjustment of Rural Deaneries.

The Synod recognizes the Bishop's right:—

1. To appoint a Dean, Archdeacons and Canons whenever, in his judgment, such appointments are desirable, also to appoint, and at his pleasure remove Chaplains; and any of the following officials: Vicar-General, Commissary, Chancellor and Registrar.
2. To appoint Rural Deans for periods not exceeding three years, who may, however, be reappointed.
3. To form Rural Deaneries, and to readjust them as may from time to time be found expedient.

III. On Lay Readers.

1. *Nomination.*—Lay readers may be employed in any parish or mission. They shall be recommended (1) by the Incumbent of the Parish and any two Communicants thereof—or in the absence of the Incumbent or during a vacancy in the Incumbency, by both Churchwardens; or (2) they may be appointed by the Bishop of his own initiative.

2. The following declaration must be signed by the candidate before receiving his license and being admitted:

I, (A.B.), about to be admitted to the office of a Lay Reader in the Diocese of Athabasca, do hereby declare that I have been confirmed and am a regular Communicant of the Church of England. I assent to the Book of Common Prayer, and to the form and manner of the Ordering of Bishops, Priests, and Deacons, and I believe the doctrine of the Church of England as therein set forth to be agreeable to the Word of God.

And I further promise to conform to such regulations as are or may be laid down by the authority of the Bishop of the Diocese; to act in obedience to the Incumbent in whose Parish I may minister; to endeavour so far as in me lies to promote peace and unity, and to conduct myself as becomes a worker for Christ, for the good of His Church and for the spiritual welfare of my fellow men.

Signed.....

Witness.....

Date.....

3. *Form and Manner of Admission.*—Admission to the office shall be in such form and with such matter as the Bishop may from time to time direct.

CANON III.

License and Duties.—That the form of license at present in use in the Diocese of Athabasca, and the regulations endorsed thereon, be, and is hereby, adopted:—

----- by Divine Permission, Bishop of Athabasca, to our well-beloved—

Greeting:

We do hereby, on the nomination of _____ under our hand and seal, appoint and License you to be a Lay Reader in our Diocese of Athabasca, to discharge, as you may find opportunity, the office of Lay Reader in the _____ or any other Parish or Mission, subject at all times to the consent and under the direction of the clergyman in charge:

“The office of Lay Reader shall be to read the word of God in the congregation and, in the absence or illness of the clergyman or on urgent occasions at the request of the clergyman, to read in the congregation any appointed portions of the Morning and Evening Prayer, not including the absolution or any part of the Communion Service, and such sermons as he shall be duly authorized to use; or to preach or expound the word, if he be specially licensed thereto by the Bishop; and generally to aid in Parochial or Mission work and perform such functions as it is competent for a lay member of the Church to perform, and as he shall be directed to discharge, under the authority of the Bishop. When officiating he may wear the surplice.”

And we do further hereby reserve to ourselves and successors the power of at any time recalling this license.

Done under our hand and seal at _____, this _____ day of _____ in the year of our Lord, _____ and in the _____ year of our Consecration.

The following are the regulations under which this License is issued:

1. A Lay Reader exercises his office under the direction of the Incumbent or Priest in Charge of the Parish or Mission.

2. When the Incumbent or Priest in Charge is present at any service it shall be entirely under his direction.

3. A Lay Reader shall wear a surplice on every occasion when he officiates. The use of a cassock is optional.

4. In the absence of a Clergyman he shall read all the order of Morning or Evening Prayer, except the Absolution, without substitution, addition or omission, being guided entirely by the rubrics. The Shortened Form of prayer shall not be used without the written consent of the Priest in Charge for specific occasions. A Lay Reader must not close a service with any form of blessing, but with the prayer from II Cor., xii., commonly known as “The Grace.”

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5. A Lay Reader shall not take any of the Occasional Offices, except the Burial Service, but he, like any lay member of the Church, may baptize a child, as directed below, in danger of death. (See directions for administration in the office of Private Baptism.)

6. When the Priest in Charge cannot officiate, a Lay Reader may take the Burial Service, after seeing that the requirements of the civil law as to registration have been complied with.

7. A Lay Reader shall not enter within the Communion Rail at any time during Divine Service, but he may receive the offerings and place the same reverently without the rail.

8. A Lay Reader shall look out and prepare candidates for confirmation under the direction of the Priest in Charge, who shall examine the candidates before they are presented to the Bishop.

9. A Lay Reader, as such, has no standing in a Parish or Mission with respect to convening or presiding at meetings, either of the Vestry or the Parish.

IV. On Parochial Organization.

1. A new Parish may be organized as follows:

(a) In any district where a Parish has not hitherto existed, the Bishop may by deed in duplicate erect or form a Parish; which deed shall define the limits and declare the name of the proposed Parish. He shall also notify the Registrar who shall register the same duly in his Register.

(b) The entry in the Diocesan Register of the said deed shall be *prima facie* evidence of the fact.

(c) The Bishop shall have power at all times to define and alter the boundaries of existing Parishes and Districts, to found new ones, and to determine the boundaries and titles thereof.

(d) All certificates of real estate belonging to Parishes in the Diocese shall be held by the Registrar.

(e) The Clergyman in Charge may be instituted and inducted as the Bishop may appoint; and shall be called the Rector or Incumbent, as the case may be. If not so instituted or inducted he shall hold the Bishop's license as Curate in Charge.

2. Whenever a Parish provides a salary of at least \$1,000 per annum for the Clergyman in Charge, and provides him with a suitable residence, it shall be deemed to be self-supporting, shall be called a Rectory, and its Incumbent shall be styled Rector.

3. At all meetings of Parishioners for the election of Church-Wardens, Vestrymen, Lay Delegates and for all other purposes, every member of the church he or she attends, being of the age of at least 18 years, who shall have subscribed the following declara-

CANON IV.

tion of membership, and has been for the preceding three months or for three months in the preceding year, a recognized attendant at the said church, shall be entitled to act as Parishioner, and if a male of the full age of 21 years, and a communicant, be eligible to be elected a Vestryman or a Churchwarden; provided that the three months' limitation shall not apply at the organization of a new Parish; nor shall it apply in the case of a person removing from the Parish in which he was then a Parishioner in good standing and taking up his permanent residence in another Parish, but no one shall vote as a Parishioner in more than one Parish in any one year.

"I do hereby declare that I attend Church of England services in the Parish (or proposed Parish) of..... that I have been baptized, and that I belong to the Church of England, and that I am of the full age of 18 years."

4. In every Parish there shall be two Churchwardens selected—one to be appointed by the Incumbent and one to be elected by the Parishioners, and not more than eight Vestrymen elected by the Parishioners.

5. The Incumbent, assistant or assistants licensed to the cure, and Churchwardens, shall be *ex-officio* members of the Vestry.

6. The Churchwardens, Vestrymen and Lay Delegates shall be chosen at the Annual Meeting of the Parishioners.

7. Notification of all elections and appointments of Churchwardens and Vestrymen shall be given by the Chairman of the meeting to the Bishop within one month after the election.

8. Churchwardens and Vestrymen shall continue in office until their successors are appointed.

9. If the office of an elected Churchwarden or Vestryman shall become vacant by death, resignation, removal or otherwise, a meeting of the Vestry shall be called, as soon as conveniently may be, to elect a successor to the vacant office, and in like manner the Incumbent shall, at once, fill any vacancy, so occurring in the office of the Churchwarden appointed by him.

10. Every person elected to fill the office of Churchwarden or Vestryman shall, before acting in such office, sign the following declaration:

"I declare that I will faithfully and truly execute the office of.....within the Parish of..... to the best of my skill and knowledge."

11. It shall be the duty of the Churchwardens and they are hereby empowered:—

(a) To see that Divine Service is decently and regularly performed; to have, jointly with the Incumbent, custody of all moneys belonging to the Parish; to procure all things requisite

CANON IV.

for Divine Service, and for the supply and safe custody of parochial records; to have, with the Incumbent, the joint disposal of all offertories, except those ordered by the Synod, which shall be forthwith paid over as directed by the Synod.

In the case of any disagreement between the Churchwardens and the Incumbent respecting the disposal of the Offertories, there shall be an appeal to the Bishop as Ordinary, whose decision shall be final.

(b) To collect the offertories, and all contributions for general or special purposes and have them entered in a book kept for the purpose; to pay all salaries and accounts; to keep the parochial accounts; to pay all sums received for specified purposes; and to submit in due time to the Auditors for the purpose of making their audit, the parochial accounts for the year with the vouchers, and lay the same before the parochial meeting.

(c) To attend on the visitation of the Bishop or his Commissary or the Archdeacon, whenever cited, and in case of the death of the Incumbent or his inability through sickness to perform his duties, to report the same to the Bishop.

(d) To keep the fabric of the Church and its appurtenances in repair and insured, subject to the direction of the Bishop or Archdeacon.

(e) To take care, as far as possible, that all persons attending Church are accommodated.

(f) To give attention to the Church House and grounds during any vacancy of the cure.

12. It shall be the duty of Vestrymen and they are hereby empowered:—

To assist the Churchwardens generally, and in the collection of offerings and contributions, for ordinary or special purposes; and to attend the meetings of the Vestry.

13. The following books are to be kept by the Parish:—

(a) A book for entering the minutes and resolutions of all Parish and Vestry meetings.

(b) A cash-book and ledger for the Parish accounts, in which shall be entered all the receipts and expenditures and the assets and liabilities of the Parish.

(c) A book for entering all services that take place in Church, with the name of the officiating Clergyman signed by himself, and for entering the amount of alms and offerings in Church.

(d) A register of the names of all persons who have signed the declaration of Church membership, distinguishing those who are communicants.

CANON IV.

(e) A book for the registration of Baptisms, Confirmations, Marriages and Burials, to be obtained at the expense of the Parish from the Bishop in order to insure uniformity.

14. In every Parish there shall be an Annual Meeting of the Parishioners during Eastertide for the purpose of receiving and passing the year's accounts and of appointing and electing Churchwardens, Vestrymen, Lay Delegates and an Auditor.

(a) It shall be the duty of the Auditor to audit and certify to the correctness of the Parish accounts and to attach his certificate the Wardens' balance sheet before it is presented at the Annual Meeting.

(b) He shall also, at any other time, if called upon by the Churchwardens or by resolution of the Vestry, audit the Parish books.

15. The Incumbent shall be the convener of all Parish or Vestry meetings; or if there be no Incumbent, or in his absence, the Churchwardens shall convene such meeting.

16. The Incumbent may at any time call a meeting of the Vestry or of the Parishioners; and shall do so on receiving a written requisition to that effect, signed by three members of the Vestry.

17. The presence of at least one-third of the members of the Vestry, including one of the Churchwardens, shall be necessary to constitute a meeting of the Vestry.

18. Notice of every meeting of Parishioners must be given in writing or printing, signed by the convener, and affixed to the Church notice board or Church door, at least three days, including one Sunday, before the day on which the meeting is to be held.

19. The notice must state the time and place at which, and the purpose for which the meeting is to be held, and shall be framed in the following form:—

Notice is hereby given that a meeting of the Parishioners of Parish will be held on the day of A.D., 19....., at o'clock in the for the purpose of at which time and place all members who have signed the declaration of Church membership, and who have been recognized attendants at the Church for the three months preceding, being of the age of 18 years, are entitled to attend and vote.

Dated this day of A.D. 19....

.....

Convener.

CANON IV.

20. This notice shall also be read by the officiating Clergyman, in the Church, on a Sunday before the meeting.

21. At a meeting of the Parishioners duly convened, the votes of those only who have signed the Declaration of Church membership shall be recorded, and their decision shall bind those who are absent.

22. The Incumbent or his clerical assistant, is *ex-officio* chairman of all Parish or Vestry meetings. In his absence, his Churchwarden, and if the Incumbent's Warden be absent, then the People's Warden shall be chairman.

23. Minute books shall be kept of all meetings.

24. Every Parish or Vestry meeting shall be opened with prayer.

25. Incumbent in this Canon shall include Rector and Curate in Charge.

26. The following collections shall be taken up in every congregation throughout the Diocese in each year:—

1. *Christmas-tide*—Offering to Incumbent.

2. *Good Friday*—Jewish Missions of M.S.C.C.

3. *Day of Intercession*—For the Society which helps or has helped the Parish or Mission.

(c) It shall be the duty of every Incumbent to urge upon the members of each congregation under his charge, the claims of the various Synod Apportionments, Assessments and Collections, and to advise and assist his Wardens and Vestrymen or others in making an earnest effort to raise the same.

27. At every service there shall be a collection, when practicable.

V. On Appointments to Parishes.

1. When a vacancy occurs in any self-supporting parish, i.e., in any Rectory in the Diocese, after due consultation with the Wardens and Lay Delegates of the said Parish, the Bishop shall fill it.

2. All appointments to Parishes and Missions not self-supporting shall be made by the Bishop.

VI. On Canons and Rules of Order.

There shall be a Standing Committee of Synod, to be styled the Committee on Canons and Rules of Order, and any amendment to the Canons or Rules of Order proposed by any member of Synod shall be referred to such Committee; and it shall report to the Synod its views on the same, and what action it deems advisable should be taken thereon; provided that no proposition to amend the Canons or Rules of Order shall be discussed by the Synod until it has been remitted to this Committee.

Synod of the Diocese of Athabasca

RULES OF ORDER

1. The Synod shall meet at such time and place as the Bishop shall determine.

2. The Bishop as President shall take the chair; in his absence the Archdeacons in order of seniority of appointment; in their absence the Synod shall elect a Chairman by ballot. Each session or meeting shall be opened and closed with prayer. On the Chairman taking the chair the roll shall be called, after which the minutes of the preceding meeting or session shall be read and approved.

3. The order of proceedings shall be as follows:

(a) Reading, correcting and approving minutes of previous session.

(b) Appointing Committees.

(c) Presenting, reading and referring memorials or petitions.

(d) Presenting, reading and dealing with reports of Committees.

(e) Giving notices of motion.

(f) Taking up unfinished business.

(g) Consideration of motions.

(h) Orders of the day.

(i) Before the final adjournment of the Synod, reading and approving of minutes of the last session of that Synod.

4. The Chairman shall preserve order and decorum and shall decide questions of order subject to Synod, such questions to be decided without debate. When called upon to explain a point of order he shall state the rule applicable to the case without argument or comment.

5. The Clergy when sitting in Synod shall appear in either Cassocks or Gowns, and the Hood of their University or College.

6. Every member before speaking shall rise from his seat and address himself to the chair. When two or more members rise at the same time the Chairman shall name the member who is first to speak.

7. When the Chairman is putting a question no member shall walk out of or across the house, nor when a member is speaking shall any member so interrupt him except to raise a point of order, nor pass between him and the chair, and every member when the question is put shall be required to vote on the same. In case of an equality of votes the Chairman shall have the casting vote unless recourse is had under the Constitution to a vote by orders.

8. No member, save the mover of a resolution or amendment who as mover is entitled to reply, shall speak more than once on the same question except by permission of the Synod.

RULES OF ORDER.

When the Synod sits as a Committee of the Whole, no member may speak more than twice on the same subject, except by permission of the Chairman.

9. A member may, of right, require the motion under discussion to be read for his information at any time during the debate, but not so as to interrupt a member speaking.

10. A member called to order shall sit down unless permitted to explain, and the Synod, if appealed to, shall decide the case without debate.

11. No motion shall be put or be debated unless the same be in writing and seconded.

12. A motion to adjourn shall always be in order, but such motion as well as a motion to lay on the table, or to divide, shall be decided without debate.

13. No more than one amendment to an amendment shall be in order at the same time. If the amendment is lost, further amendment may be proposed. An amendment having by vote of the Synod been adopted, the amendment takes the place of the original motion and is again subject to amendment; and so on until all amendments offered have been disposed of.

14. After a motion has been read from the chair, it shall be deemed to be in the possession of the Synod; but it may be withdrawn at any time before decision or amendment, with the permission of the Synod.

15. When a question is under debate, no motion shall be received by the chair unless to amend it, to postpone it to a certain day, to lay it upon the table, to refer it to a Committee, to consider it clause by clause, to divide upon it, or for adjournment.

16. On a division, the names of those who voted for and those who voted against the question shall be recorded in the minutes, if required by three members; and a question once determined shall not be brought up in the same meeting without the unanimous consent of the Synod.

17. Petitions, memorials and other papers addressed to the Synod shall be presented by a member in his place, who shall be answerable to the Synod that they do not contain improper or impertinent matter.

18. All Special Committees shall be named by the chair unless otherwise ordered. The person whose name stands first on any Committee shall be the Convener of that Committee. Committees shall appoint their own Chairman and a majority of the members of the Committee shall be a quorum competent to transact business. The Bishop is *ex-officio* a member of all Committees. In case of a vacancy on any Synod Committee (other than the

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Executive), from whatever cause, the Bishop shall have the power to fill such vacancy from the members of Synod, should he consider it advisable to do so.

19. The report of a Committee shall be in writing signed by the Chairman, who shall explain to the Synod the bearing of any portion of the report if requested so to do.

20. Reports of Committee shall be received in course unless ordered to be reconsidered.

21. Notices of motion must be in writing, and may be given at any meeting, but the motion itself cannot be considered until the next session, unless by consent of two-thirds of the members present; provided that votes of thanks, or resolutions of condolence or congratulation shall be exempt from the operation of this rule.

22. A motion to suspend a rule of order shall take precedence of all other motions, and shall be decided without debate and no rule of order shall be suspended except upon the vote of two-thirds of the members present.

23. Voting for Delegates to the General and Provincial Synods and for the elective members of the Executive Committee shall be by ballot after nomination. A special roll of the members shall be read, and each member upon his name being called shall hand his ballot to the Scrutineers. Each member shall be entitled to vote for as many names as there are persons to be chosen for the position for which such vote is taken, but no person shall be declared elected who has not received a number of votes equal to more than one-third the number of members present entitled to vote. The names of those receiving the necessary number of votes shall be reported by the Scrutineers after the ballot has been counted and those so reported shall be declared elected and balloting shall be continued until a sufficient number of persons shall have received the number of votes necessary for election. The seniority of the elected delegates shall be determined by the number of votes received by them, those declared elected on a previous ballot being in all cases senior to those elected on a subsequent one.

The Substitutes for the General and Provincial Synod shall be elected in the same manner and in the event of any person originally elected as a delegate being for any reason unable to act as such the senior substitute attending shall forthwith become for that meeting only a delegate in his place and entitled to the same rights and privileges as the person originally elected would have been entitled to.

